

# Division of Corporations

## 2008 Holiday Schedule

*Revised 12/04/2008*

Our Holiday Schedule has been updated to reflect the Governor's announcement that State agencies will be **closed on December 26**.

Please remember that our global filing service is in effect if your customers need the December 26 file date. If you have any questions regarding this schedule; please feel free to give us a call. Thank you for your cooperation.

### **Tuesday, November 4, 2008**

State Holiday Election Day – The Division of Corporations will be closed.

### **Tuesday, November 11, 2008**

State Holiday Veteran's Day – The Division of Corporations will be closed.

### **Wednesday, November 26, 2008**

There will be no change in the regular hours of the Division - the 4-12 shift will be working 4 P.M. to 12 Midnight

### **Thursday, November 27 & Friday, November 28, 2008**

State Holidays - Thanksgiving Day and day after Thanksgiving – The Division of Corporations will be closed.

### **Friday, December 19, 2008**

Division Employee Recognition Luncheon – The 4-12 shift will be working 12 Noon to 8 P.M. and the following changes will be in effect:

- All Priority 1 (one-hour service) must be received by 6 P.M. and Priority 2 (two-hour service) must be received by 5 P.M. All other cut-off times will remain unchanged.
- Personnel in the Division will not be available between the hours of 11:30 A.M. and 1:30 P.M.
- Priority 1 and 2 filings/requests will **not be processed** between the hours of 11:30 A.M. and 1:30 P.M.
- **DCIS, the Imaging System and Fax Gateway** will be available until 10:30 P.M. for securing filing dates and times.
- If agents have any **emergency** issues with connectivity they may call 302-739-5364 after 8 P.M.

### **Wednesday, December 24, 2008**

Christmas Eve - The Division of Corporations will be closing at 4:30 P.M. - The 4-12 shift will be working 8:00 A.M. to 4:30 P.M. and the following changes will be in effect:

- All Priority 1 (one-hour service) must be received by 2:30 P.M., Priority 2 (two-hour service) must be received by 2 P.M., Same Day and Must approvals are required to be received by 1 P.M.

**Thursday, December 25, 2008**

State Holiday Christmas Day – The Division of Corporations will be closed.

**Friday, December 26, 2008**

Additional State Holiday - The Division of Corporations will be closed.

**Wednesday, December 31, 2008**

New Year's Eve - The 4-12 shift will be working 12 Noon to 8 P.M. and the following changes will be in effect:

- All Priority 1 (one-hour service) must be received by 6 P.M. and Priority 2 (two-hour service) must be received by 5 P.M. All other cut-off times will remain unchanged.
- **DCIS**, the **Imaging System** and **Fax Gateway** will be available until 12 Midnight for securing filing dates and times.
- If agents have any **emergency** issues with connectivity they may call 302-739-5364 after 9 P.M.

**Thursday, January 1, 2009**

State Holiday New Years Day – The Division of Corporations will be closed.